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SECURITY INFORMATION

INTRODUCTION TO BOG

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1. Welcome: give your name.

Behalf of entire staff. Students fortunate to get training - field of intelligence is so broad - late start - new field of endeavor - has own terminology - tradecraft - methods.

2. Purpose - new field.

Introduction to basic objectives, problems, principles, tools, and techniques of intelligence work. First part of training pattern. Integrated with following courses.

3. Subjects covered - this afternoon in "Introduction to Field of Intelligence."

4. Training.

- a. Composition of large number of mature individuals.

1. Wide spread in ages.
2. Varied backgrounds, age, and experience.
3. Some of course fundamentals for benefit of new intelligence personnel. Also give CIA slant for those with intelligence experience in other organizations.
4. Lectures are integrated and coordinated. Each has a purpose.

Mature course, not a college or post-graduate one.
Definite purpose: to train intelligence personnel.

- B. Methods.

1. Lectures (formal, but ask questions).
2. Demonstrations.
3. Written problems (discuss Wednesday) - objective.
4. Critiques - explain.
5. Seminar - one.
6. Interviewing problems - groups.
7. Written exams - objective tests.
8. Movies and visual aids.
9. Study guides and reading materials.
10. Written materials now partly objective.

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Date:	4-1978
By:	27

- c. Mechanics.

1. Class notes.
If in notebooks, don't have to be classified (stamped).
Notebooks in kits.
2. Type - all.
Proofread papers.

Name
BOG

Date

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Name of Problem
Instructor
Seat No. (keep
same seat)

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d. Staff.

Friendly, helpful, arrange for conferences if you wish.

5. Evaluations:

Charged by organization with evaluating student performance and abilities. Final will go to your division.

Need for high standards in CIA.

Many qualities to make good intelligence officer; try to note and develop. Big League.

Scoring of papers: Superior - Excellent - Satisfactory - Poor - Failure

Try to learn (not for grades); try not to "fight" the problems or course.

6. What is expected:

a. Initiative

Participate and clear up what you don't understand.

b. Hard work - give your best effort.

Some pressure, fairly rapid pace, may be necessary to work some nights - clear up personal problems that would interfere or drop out until later.

c. Individual work.

Essential - Don't help each other.

d. Security

Fundamental

1. Own personal security - background.
2. Instructors.
3. Course content.
4. Specific instructions next period.
5. Charged with violations.

e. Watch for carelessness.

7. Emphasize seriousness of this work.

Motivation, importance, qualified and well-trained personnel.

8. General Instructions - Do's and Don'ts

1. Stand when asking or answering questions. Talk loudly (if you can't hear lecturer, let us know.).

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2. Attendance - 9:00 to 5:00
 - (a) Promptness expected; tardy slips (Room 103) if after 9:00 - 1:00. One hour for lunch.
 - (b) Only emergency leave - check with [REDACTED] 25X1A9a
Call in when sick.
 - (c) Check with branches to find out when to sign Time and Attendance Report.
 - (d) Check with branches to find out if you should contact them daily or how often (3 phones). Inform branches that only emergency calls are accepted. [REDACTED] 25X1A
3. No smoking (except at breaks or during problems).
4. Where to eat: cafeteria, snack bar.
5. Breaks - regular - be prompt.
6. Materials
 - (a) Responsible for those in kits - check and sign Kit receipt.
 - (b) Responsible for all materials passed out. Retain in kits until collected.
 - (c) Don't write on materials.
7. Supply cabinets
 - (a) Take only what needed.
 - (b) If supplies not there, see [REDACTED] Room 103. 25X1A9a
8. Initial roster (bulletin board) a.m., p.m.
Check security list.
9. If you have to report for Security Indoctrination, see [REDACTED] 25X1A9a
and she will get it scheduled at a later date.
10. Take notes on lectures.
11. No parking available.
12. Reading assignments
 - (a) G Kits - list (you have it)
 - (b) B Kits
Check Manual B-3 against lectures on schedule.
Read sections before pertinent lecture is given.

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13. If no pass -
See desk or Security during study period this afternoon.
Must have temporary pass by tomorrow.
14. Care of auditorium:
- (a) Try to keep it policed - cigarette butts, paper, etc.
 - (b) Don't bring dishes, etc., from cafeteria.
 - (c) If one of phones rings, someone on back answer it.
15. Security of auditorium:
- Total responsibility - instructions next period.
16. Typewriters -
- (a) Put make and serial number on Kit materials sheet.
 - (b) Shift carriage to one side when making erasures.
 - (c) Responsible for typewriter on your desk.
17. Stamp notebooks on front and back - CONFIDENTIAL - Security Info. - top and bottom.
- Stamp papers which you turn in at top and bottom of each page.
18. Groups -
- _____ groups; one instructor for each group.
- Help students; receive criticisms or suggestions.
19. Sport shirts: be comfortable.
20. List Modernia on materials sheet.
21. Watch bulletin board.

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